



Safe Sport Policies

Langley Gymnastics Foundation

Langley Gymnastics Foundation gratefully acknowledges [Gymnastics BC](#) and [Vancouver Phoenix Gymnastics](#) for their significant contributions to the development of this policy. Portions of this policy have been adapted with permission from materials shared by these organizations. Their leadership and collaboration in supporting a safe and respectful gymnastics environment are sincerely appreciated.

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SECTION 1 – DEFINITIONS

Capitalized terms have the following meanings within the Safe Sport Policies of LGF:

- 1.1 **“Athlete” or “Athletes”** means any Individual who is enrolled in a Program at LGF.
- 1.2 **“Board of Directors”** means the governing body of LGF.
- 1.3 **“By-laws”** means the bylaws of LGF, as may be amended from time to time.
- 1.4 **“Case Manager”** means the person designated by LGF as the Case Manager for the purpose of administering the Complaint Management Process and as more particularly defined therein.
- 1.5 **“Committee Members”** means all participants in LGF board committees, subcommittees, task forces, working groups or other LGF collaborative initiatives.
- 1.6 **“Complaint”** means a formal objection or allegation of a material breach of LGF Policy which has been properly submitted in writing to LGF and on the prescribed format.
- 1.7 **“Complaint Management Process”** means LGF’s process for managing and resolving Complaints.
- 1.8 **“Confidential Information”** means all data and information pertaining to the operations, assets and affairs of LGF, regardless how it is transmitted (oral, written, magnetic or electronic) or in what form (tangible or intangible), including, without restricting the generality of the foregoing, all information and data made directly or indirectly available by LGF in confidence to any LGF Representative or to another Individual or Party or their representative in relation to a Complaint or confidential matter, all intellectual property (including trade secrets) of LGF, confidential and personal facts related to LGF operations or LGF Representatives, and the conduct of LGF generally. Confidential Information does NOT include information or data which: a) is or becomes generally available to the public; b) was obtained from an Individual, Party or third party who obtained such Confidential Information lawfully and was under no obligation of confidentiality; and c) becomes the subject of a court order or regulatory body compelling disclosure.
- 1.9 **“Conflict of Interest”** means a personal interest or relationship that could lead a LGF Representative to be influenced in the way that a LGF Representative carries out their duties; or could lead a reasonable third party to put into question the independence, impartiality or objectiveness that a LGF Representative is obligated to exercise in the performance of their duties. A Conflict of Interest may be “actual, potential or perceived” and “pecuniary” or “non-pecuniary”.
- 1.10 **“Director”** means any individual member of the Board of Directors of LGF.
- 1.11 **“Directors”** means all members of the Board of Directors of LGF.
- 1.12 **“Decision”** means the outcome and resolution of a Complaint under the Complaint Management Process or the judgement, verdict, or ruling of LGF, the Case Manager, Panel, or Appeal Panel pursuant to the Complaint Management Process.
- 1.13 **“Duty of Care”** means the requirement that reasonable care be taken to avoid acts or omissions that could expose others to risk or harm.
- 1.14 **“Hearing”** means an oral or documentary hearing conducted by a Panel appointed by a Case Manager for the

purpose of determining whether a breach or violation of any LGF Policy has occurred, and the appropriate disciplinary sanctions, including the time frame applicable to such sanctions, if applicable.

- 1.15 **“Individual” or “Individuals”** means any person or persons engaged in LGF Activities including but not limited to Members and parents/guardians/designated representatives of Members, coaches, team managers, chaperones or athletes registered in a program at LGF;
- 1.16 **“LGF Activities”** means all programs of LGF and events that are sanctioned, sponsored or otherwise supported by LGF, including but not limited to those ordinarily arising in the course of LGF’s business (whether in person, over the phone or online), such as competitions, practices, training camps, travel associated with LGF Activities, and meetings. LGF Activities also include other non-LGF events and circumstances outside of the foregoing, when such conduct adversely affects relationships within LGF (and its work and sport environment) and/or amongst its Members/Athletes or is detrimental to the image and reputation of LGF. Such applicability will be determined by LGF, in its sole discretion.
- 1.17 **“LGF Personnel”** means all employees, staff, coaches, consultants and contractors of LGF.
- 1.18 **“LGF Representatives”** means any person employed by or engaged to act on behalf of LGF, including but not limited to LGF Personnel, Directors, officers, Committee Members, sub-committee members, judges and other officials; volunteers; team managers; and administrators.
- 1.19 **“Major Infraction”** means a material breach of Policy, or any instance of failing to achieve the expected standards of conduct, whether under a Policy or otherwise, that results, or has the potential to result, in significant or material harm to a person or persons, to LGF, or to the sport of gymnastics.
- 1.20 **“Maltreatment”** means any volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual and includes any of the behaviours or conduct described in the ***Maltreatment & Discrimination Policy***.
- 1.21 **“Member” or “Members”** means those Individuals who qualify as a member of LGF under the Bylaws.
- 1.22 **“Minor Infraction”** means a single non-material breach of Policy, or a single non-material incident of failing to achieve expected standards of conduct, that does not result in significant harm to a person or persons, LGF, or the sport of gymnastics.
- 1.23 **“Panel”** means an external and independent decision-making body consisting of either one (1) independent person or three (3) independent persons (depending on the severity of the incidents alleged in a Complaint) appointed or engaged by the Case Manager to conduct a Hearing and render a Decision into a Complaint including sanctions (if any).
- 1.24 **“Party” or “Parties”** means the Complainant, Respondent or any other Individual or Individuals involved in a Complaint.
- 1.25 **“Position of Authority”** means a critical relationship, in which an Individual is dependent upon another person in a position of power and/or trust for safety, and fulfillment of needs. Examples of critical relationships include but are not limited to parent-athlete, coach-athlete or team manager-athlete.
- 1.26 **“Policy” or “Policies”** refers to the ***By-laws, Safe Sport Policy, Maltreatment & Discrimination Policy, Code of Conduct, Alternative Dispute Resolution (ADR) Policy, Investigations Policy & Procedure, Complaints, Hearings and Discipline Policy & Procedure, Appeals Policy, Conflicts of Interest Policy & Procedure, LGF Travel Policy, Athlete Code of Conduct, Parent Code of Conduct***, and any other policy, procedure, rule and regulation of LGF that is in effect from time to time, or any one of them, as the context requires.

- 1.27 **“Programs”** means the various structured activities and offerings organized by LGF, which include but are not limited to Recreational Programs, Women’s Artistic Gymnastics (WAG), Men’s Artistic Gymnastics (MAG), and Tumble Kids Preschool Programs. These Programs encompass all activities, training, and events associated with each category.
- 1.28 **“Respondent”** means, in the ***Complaints, Hearings and Discipline Policy & Procedure***, the person alleged to have breached or violated a LGF Policy within a Complaint or, in the ***Appeal Policy***, the Party responding to the appeal.
- 1.29 **“Safe Sport”** means LGF’s commitment to a Safe Sport Environment.
- 1.30 **“Safe Sport Environment”** means a safe, inclusive, open, observable and transparent sporting environment for all of LGF’s Members/athletes, free from any form of abuse, Maltreatment, harassment, racism or discrimination, supported by policies and procedures based upon and consistent with best practices as established by youth sporting organizations in Canada from time to time.
- 1.31 **“Senior Manager” or “Senior Management”** means any person appointed by the Board of Directors to exercise the Directors authority to manage the activities or internal affairs of LGF as a whole or in respect of a principal unit of LGF pursuant to Section 61(1) of the Societies Act of BC (SBC 2015).
- 1.32 **“Social Media”** means the catch-all term that is applied broadly to computer-mediated communication media including but not limited to I-Message, Messenger, WhatsApp, Blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and X.
- 1.33 **“Vulnerable Individual” or “Vulnerable Individuals”** means a person who is under the age of nineteen (19), or who, due to a disability or other circumstance, is in a position of dependence on others or is at a greater risk of harm than the general population.
- 1.34 **“Well-Being”** is an outcome in which Individuals/participants are supported in meeting their physical, psychological, social, and emotional needs. A key aspect is ensuring that a Safe Sport Environment is in place, free from all forms of abuse, harassment, racism and discrimination, and which prioritize the welfare, safety, and rights of every Individual/participant at all times.

SECTION 2 – LGF’S COMMITMENT TO A SAFE SPORT ENVIRONMENT

Policy Name: SAFE SPORT POLICY		Date of Approval: November 21, 2024	Activation Date: December 16, 2024
Approved By: LGF Board of Directors		Version: Version 1.0	
Review Cycle: Reviewed biennially by the LGF Policy Committee with any recommended amendments to be approved by the LGF Board of Director, or sooner as required.			

1.0 GENERAL

In addition to this Policy, Members/Athletes and LGF Representatives may also be subject to the Safe Sport or equivalent policies of GymBC, GymCan or of other provincial or national sport governing bodies, or other bodies having jurisdiction over sports in Canada. Further, additional safety-related requirements may be contained in other LGF manuals, handbooks and other policies that apply to Members/Athletes and LGF Representatives which may be specific to a particular program (i.e. competitive and recreational programs) or activity (i.e. team manager duties, team travel). If this Policy conflicts with or is inconsistent with the standards set forth in any other applicable codes, standards and policies, the higher standard shall prevail.

2.0 PURPOSE OF THIS POLICY

- 2.1 This Policy has been developed in support of the following commitments and objectives of LGF:
- 2.1.1 LGF is committed to promoting a sporting environment in which all Members/Athletes and LGF Representatives are able to participate in LGF Activities in a safe, healthy and inclusive training, competition and work environment, free from any form of abuse, Maltreatment, harassment, racism or discrimination, regardless of the level or capacity in which the Member/Athlete is participating.
 - 2.1.2 The welfare of all participants in the sport is one of LGF’s foremost considerations. In particular, the protection of athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the gymnastics community. LGF, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics community in British Columbia, which implies a responsibility to implement and enforce policies, procedures and standards that achieve a Safe Sport Environment.
 - 2.1.3 LGF is committed to educating its Members/Athletes and LGF Representatives to achieve a safe, healthy and inclusive training and competitive environment. Educational initiatives include: development and dissemination of Policy documents for Members/Athletes; webinars; coach education initiatives; recommended training modules (e.g., “Commit 2 Kids” training, racial sensitivity training), and information sessions for specific stakeholder groups (coaches, staff, athletes, judges, etc.).
 - 2.1.4 LGF is committed to actively encouraging meaningful inclusion of Individuals irrespective of their age, race, colour, gender identity or expression, sexual orientation, language, religion, national or social origin, property, birth, physical or developmental abilities, athletic ability, or other status.

- 2.2 LGF believes that gymnastics can enrich the lives of everyone involved, and will ensure, through the provision of support and assistance to its Members/Athletes, that the training and event participation environment at LGF is one where all participants know they are safe and are treated with respect and dignity.

3.0 APPLICATION OF THIS POLICY

This Policy applies to all Members/Athletes and LGF Representatives involved in LGF Activities across all LGF Programs. This includes, but is not limited to, Recreational Programs, Women's Artistic Gymnastics (WAG), Men's Artistic Gymnastics (MAG), and Tumble Kids Preschool Programs.

4.0 LGF'S ONGOING COMMITMENT TO A SAFE SPORT ENVIRONMENT

- 4.1 LGF, in understanding and discharging its Duty of Care, commits to ensuring that its Policies and procedures support a Safe Sport Environment, and that such Policies and procedures are based upon and are consistent with best practices as established by youth sporting organizations in Canada from time to time. LGF intends that its programs and services be consistent with and support this Safe Sport Policy.
- 4.2 Prioritizing, establishing and maintaining a Safe Sport Environment involves the responsibility and practices of everyone involved in the sport of gymnastics, in particular persons in a Position of Authority, to ensure the safety and development of athletes, coaches and all other participants.
- 4.3 LGF recognizes the critical role it plays in the delivery of a Safe Sport Environment, and is committed to providing support and assistance to its Members/Athletes under this Policy.

5.0 SAFE SPORT ENVIRONMENT

- 5.1 LGF will provide its Members and Representatives of LGF and/or individuals who are participating in LGF Activities with the following:
- 5.1.1 safe, healthy and inclusive gymnastics environments;
 - 5.1.2 qualified, experienced, and athlete-centered leadership that attends to the Well-Being and developmental needs of athletes;
 - 5.1.3 a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;
 - 5.1.4 the opportunity to feel empowered, use their voice, and share in the leadership and decision-making of their sport experience;
 - 5.1.5 appropriate opportunities for proper preparation for competitions;
 - 5.1.6 information that is important to athlete Well-Being and opportunities to strive for success;
 - 5.1.7 access to education related to the sport, participation, welfare and safety;
 - 5.1.8 respect, dignity, and appropriate safeguards from abuse, Maltreatment, harassment, racism or discrimination;
 - 5.1.9 mechanisms for reporting misconduct without fear of retaliation or reprisal; and
 - 5.1.10 tools to allow athletes to know, understand, protect, and advocate for their interests.

6.0 ADHERENCE TO THE “RULE OF TWO”

- 6.1 In supporting its commitment to a Safe Sport Environment, LGF is committed to adhering to the “Rule of Two” in the responsible delivery of coaching and related programs and services by persons in a Position of Authority. The “Rule of Two” applies to all in-person interactions as well as electronic interactions, including texting and social media. The “**Rule of Two**” means:
- 6.1.1 That responsible adults are never alone with or out of sight with any Vulnerable Individual. Interactions between Vulnerable Individuals and persons who are in a Position of Authority should be open, observable, and/or interruptible.
 - 6.1.2 Two NCCP trained or certified coaches should always be present with a Vulnerable Individual, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. When two NCCP trained or certified coaches are not available, another responsible adult (who should be screened) can substitute.
 - 6.1.3 All one-on-one interactions between a coach (or a responsible adult) and a Vulnerable Individual should take place within earshot and in view of a second person except in the event of medical emergencies.
 - 6.1.4 Where possible, one of the coaches (or responsible adults) shall be of the same gender identity as the athlete.
 - 6.1.5 In situations where an NCCP trained or certified coach is also a Vulnerable Individual, they must always coach with an adult present, as per section 1.5 of GymBC’s [Coaching Education Operations Manual](#).
 - 6.1.6 LGF Representatives and adults are not permitted to use athlete bathrooms or locker rooms. If access to these areas is required, two screened LGF Representatives—such as NCCP-trained or certified coaches—must be present at all times. Adults may accompany their preschool-age child to the athlete bathroom, provided no other unaccompanied minors are present
- 6.2 LGF recognizes that, in particular during circumstances of team travel, strict adherence to each aspect of the Rule of Two may be impractical or impossible. LGF expects that the persons in a Position of Authority entrusted with the care of Vulnerable Individuals will take prudent and reasonable steps to ensure that all or as many aspects of the Rule of Two are able to be followed consistently, with as few exceptions as possible.

7.0 EVALUATION

LGF shall continually monitor, evaluate and amend its Policies, practices and procedures, including this Policy, at any time and without notice. It is the responsibility of each member of LGF to understand and keep up to date with current versions of its Policies.

8.0 OBLIGATION TO REPORT

All LGF Representatives and adult Members of LGF are obligated to report, on a timely basis, and with all relevant information, to LGF or to appropriate law enforcement or child protection services, any actual or suspected psychological misconduct, sexual misconduct, physical misconduct, or neglect involving a Vulnerable Individual.

Any LGF Representative or adult Member who fails in this duty to report may be subject to disciplinary action by LGF.

SECTION 3 – EXPECTATIONS OF CONDUCT

Policy Name: MALTREATMENT & DISCRIMINATION POLICY		Date of Approval: November 21, 2024	Activation Date: December 16, 2024
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1.0 PURPOSE OF THIS POLICY

LGF is committed to promoting a sporting environment in which all Members/Athletes and LGF Representatives are able to participate in LGF Activities in a safe and inclusive environment, free from any form of abuse, Maltreatment, harassment, racism or discrimination, regardless of the level or capacity in which the Member/Athlete is participating.

LGF expects that its Members/Athletes and LGF Representatives within the scope of this Policy, conduct themselves in a prudent and reasonable manner, free from any form of abuse, Maltreatment, harassment, racism or discrimination. The purpose of this Policy is to define the behaviours which LGF considers to be forms of abuse, Maltreatment, harassment, racism or discrimination. LGF requires that all Individuals within the scope of this Policy refrain from engaging in, allowing, condoning or ignoring any behaviour that constitutes abuse, Maltreatment, harassment, racism or discrimination.

2.0 APPLICATION OF THIS POLICY

This Policy applies broadly, and includes the following persons while in attendance at or participating in any LGF Activities:

- 2.1 All Members/Athletes of LGF and LGF Representatives, which includes but is not limited to coaches and athletes;
- 2.2 All LGF Personnel;
- 2.3 All team managers, team support, judges, technical observers and other officials;
- 2.4 All other volunteers at LGF Activities; and
- 2.5 Parents, guardians, designated representatives and spectators.

MALTREATMENT AND DISCRIMINATION POLICY:

3.0 ZERO TOLERANCE STATEMENT

No Abuse, Maltreatment, Harassment or Discrimination: LGF has “zero tolerance” for any type of abuse, Maltreatment, harassment, racism or discrimination and supports the creation and maintenance of a Safe Sport Environment where all Members/Athletes can participate safely and free from any type of abuse, Maltreatment, harassment, racism or discrimination. LGF Representatives and Members/Athletes are required to report instances or suspected instances of any of the foregoing, where the perpetrator or target of such conduct is a Member/Athletes of LGF, or where such conduct takes place at a LGF Activity.

“Zero tolerance” is not meant to imply automatic expulsion from LGF, and describes LGF’s commitment that any incident involving abuse, Maltreatment, harassment, bullying, racism or discrimination shall be investigated and addressed pursuant to LGF’s Policies and procedures, in a timely manner. Any disciplinary sanctions shall be determined in accordance with the ***Complaints, Hearings and Discipline Policy & Procedure*** and may or may not include suspension or expulsion from LGF.

4.0 MALTREATMENT

Maltreatment is prohibited under this Policy and shall be understood as any volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual and includes any of the behaviours or conduct described in this section.

- 4.1 **Psychological Maltreatment** is any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological Well-Being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:
 - 4.1.1 **Verbal Acts:** verbally assaulting or attacking an Individual, including but not limited to unwarranted personal criticisms; body shaming; derogatory comments related to an Individual’s identity (e.g. race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online platforms.
 - 4.1.2 **Non-assaultive Physical Acts (no physical contact):** physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
 - 4.1.3 **Acts that Deny Attention or Support:** acts that deny attention, lack of support or isolation including but not limited to ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.
- 4.2 **Physical Maltreatment** is any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical Well-Being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:
 - 4.2.1 **Contact behaviours:** including but not limited to deliberately punching, kicking, beating, biting, striking, strangling or slapping another; and deliberately hitting another with objects;
 - 4.2.2 **Non-contact behaviours:** including but not limited to isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to training prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.

- 4.3 **Sexual Maltreatment** includes, but is not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature.

Examples of Sexual Maltreatment include, but are not limited to:

- 4.3.1 Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person.
- 4.3.2 Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person.

It shall not be considered Maltreatment if a certified coach of LGF touches any of the listed body parts of a Member or Athlete during a LGF Activity in a bona fide, incidental manner within the context of spotting where the touching occurred in the interests of the Member or athlete's safety.

- 4.4 **Neglect** is any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or Well-Being, or omissions in care. Neglect is determined by the objective behaviour, but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour.

Neglect, or acts of omission, include without limitation, when an Individual fails to protect and nurture the health and welfare of those in their care, such as not providing an athlete recovery time and/or treatment for a sport injury; denying adequate hydration or nutrition; chronic rejection; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an athlete during travel, training or competition; not considering the welfare of the athlete when prescribing dieting or other weight control methods (e.g., caliper tests); disregarding the use of Prohibited Substances or Methods by an athlete; failure to ensure safety of equipment or environment; failure to intervene when made aware of misconduct; allowing an athlete to disregard sport rules, regulations, and standards, subjecting Individuals to the risk of Maltreatment.

- 4.5 **Grooming** includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in 'boundary transgressions' which have been professionally identified to Canadian standards.

Examples of Grooming include, but are not limited to:

- 4.5.1 a degrading remark, a sexual joke, or sexualized physical contact;
- 4.5.2 adult participants sharing rooms with a minor who is not an immediate family member;
- 4.5.3 providing a massage or other purported therapeutic interventions with no specific training or expertise;
- 4.5.4 private Social Media and text communications (*as per Section 4.4.3 of the LGF Code of Conduct, the "Rule of Two" should be applied virtually when communication is completed through text message, email or other messaging applications between persons in a Position of Authority and Vulnerable Individuals*); and
- 4.5.5 sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing private gifts.

- 4.6 **Boundary Transgressions** can occur in relationships that involve a power imbalance. It is important that in relationships that involve a power imbalance that personal boundaries are respected and maintained at all times. It may be the case that a particular act or communication does not meet the threshold of any of the areas of Maltreatment outlined in this policy, but some acts or communications nonetheless are viewed as inappropriate. Even if the act in question does not, on its own, objectively cause harm to another person, a boundary transgression is nonetheless an act that should be corrected to ensure the safety and security of all members involved in sport.

Boundary transgressions can be major or minor, and there may be a need to be flexible in the way in which such boundary transgressions are addressed. A Boundary Transgression may trigger a process whereby the circumstances are reviewed and potentially resolved informally or formally investigated. Consequences can include the activation of the ***Complaints, Hearings, and Discipline Policy & Procedure*** or simply recording, and retaining/filing the circumstances of the boundary transgression and resolutions that took place.

- 4.7 **Interference with or Manipulation of Process** occurs when an Individual or LGF Representative violates this Policy by directly or indirectly interfering with a process instituted pursuant to this Policy or any other Policy of LGF by:

- 4.7.1 falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
- 4.7.2 destroying or concealing information;
- 4.7.3 attempting to discourage an Individual's proper participation in or use of a LGF Policy or process;
- 4.7.4 harassing or intimidating (verbally or physically) any person involved in LGF processes before, during, and/or following any proceedings;
- 4.7.5 publicly disclosing an Individual's identifying information, without the Individual's agreement;
- 4.7.6 failing to comply with any temporary or provisional measure or other final sanction;
- 4.7.7 distributing or otherwise publicizing materials an Individual or LGF Representative gains access to during any investigation or Hearing, except as required by law or as expressly permitted; and/or
- 4.7.8 influencing or attempting to influence another Individual, LGF Representative, or person to interfere with or manipulate the process.

- 4.8 **Retaliation** occurs when an Individual takes an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in LGF Policies, including those found in this Policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in LGF processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred and does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.

- 4.9 **Aiding and Abetting** is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual or LGF Representative. These acts are prohibited. Aiding and abetting also includes, without limitation, knowingly:

- 4.9.1 influencing or attempting to influence another Individual, LGF Representative, or person to carry out or assist in carrying out the political or personal agenda of another Individual;

- 4.9.2 allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;
 - 4.9.3 providing any coaching-related advice or service to an athlete who has been suspended or is otherwise ineligible; and
 - 4.9.4 allowing any Individual to violate the terms of their suspension or any other sanctions imposed.
- 4.10 **Failure by an Individual, LGF Representative or adult Member to Report Actual or Suspected Maltreatment of a Minor.** This obligation is ongoing and is not satisfied by making an initial report; instead, this obligation includes reporting to LGF, on a timely basis, all relevant information that the Individual, LGF Representative or adult Member is or becomes aware of and requires making a direct report to LGF. Any report shall include the personally identifying information of the potential minor (to the extent known), and any such information learned at a later date.
- 4.11 **Failure to Report Inappropriate Conduct** is when any Individual or LGF Representative who suspects or becomes aware of another Individual's or LGF Representative's inappropriate conduct, even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to LGF. Persons in a Position of Authority who become aware of any inappropriate conduct have a responsibility for reporting such conduct to LGF, as appropriate.
- 4.12 **Intentionally Filing a False Allegation** occurs when an allegation is false if the events or conduct reported did not occur and the Individual, LGF Representative or person making the report knows that the events or conduct did not occur. An Individual or LGF Representative shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith. An Individual or LGF Representative who makes a false allegation shall be subject to disciplinary sanctions pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure*** which sanctions may include suspension or expulsion from LGF or termination of employment in the case of LGF Representatives.
- 4.13 **Harassment** is prohibited under this Policy and includes, but is not limited to, psychological harassment and refers to a course of vexatious conduct or comments and unwanted or coerced behaviours that the person knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive to another person or group of people.
- 4.13.1 Harassing behaviours include comments, conduct, actions, or gestures directed toward an Individual or group of Individuals, which are insulting, intimidating, humiliating, malicious, or offensive. An Individual or group may experience harassment as a result of their race or perceived race, ancestry, nationality or national origin, citizenship, place of origin, colour, ethnic or linguistic background or origin, religion, political belief, age, sex, sexual orientation, gender identity or expression, marital status, family status, social condition or disadvantage, physical or mental disability or related characteristics, disfigurement, criminal record, source of income, or any other prohibited ground of discrimination in accordance with applicable human rights legislation.
 - 4.13.2 Forms of harassment in sport may include, but are not limited to, physical harassment (e.g., pushing, shoving, hitting, pinching, grabbing), sexual harassment (e.g., vulgar, degrading or lewd comments, repeated propositions to engage in sexual conduct), emotional harassment (e.g., offensive or hostile expressions or gestures, put-down jokes, stalking), gender harassment, racial harassment, and homophobia (e.g., referring to someone's gender, race, sexual orientation or expression in negative, vulgar, or derogatory terms or exclusion of an Individual based on those grounds). A single incidence of a behaviour as described that has a

lasting harmful effect on a person or a group of people may constitute harassment.

- 4.14 **Bullying** is prohibited under this Policy and refers to physical, verbal, or psychological attacks or intimidations that may cause fear, distress, or potential harm to others. These behaviours often occur between peers and may be characterized as direct, overt attacks (e.g., pushing, hitting, threatening, mocking) or indirect, relational attacks, such as gossip, spreading rumours, threatening to end friendship as a way to control others' behaviour, and social exclusion. Bullying behaviours are typically repetitive in nature, however, a single instance of high intensity bullying may also qualify.
- 4.15 **Hazing** is prohibited under this Policy and refers to an abusive, often humiliating form of initiation expected of someone joining a group that degrades, or intentionally and recklessly endangers the mental and physical health of the person, regardless of the person's willingness to participate in the activity.
- 4.16 **Racism** is prohibited under this Policy and is a form of discrimination and prejudice against an Individual based on their race or ethnicity, and generally includes derogatory attitudes, negative or harmful emotional reactions, acceptance of racial stereotypes, or antagonism by an Individual against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized.

5.0 DISCRIMINATION

Discrimination is prohibited under this Policy and refers to unfair or improper behaviour, whether intentional or not, that results in differential treatment of one or more Individuals and that is related to one or more of any grounds of discrimination prohibited by any applicable human rights legislation, including but not limited to:

- 5.1 Race or perceived race;
- 5.2 Ancestry, citizenship, nationality or national origin, colour, ethnic background or origin;
- 5.3 Religion or religious beliefs;
- 5.4 Age;
- 5.5 Sexual orientation, gender identity and gender expression;
- 5.6 Marital, civil or family status or association; and
- 5.7 Physical or mental disability.

6.0 COMPLAINTS

An Individual or LGF Representative who believes they have experienced abuse, Maltreatment, harassment, bullying, hazing, racism or discrimination, or who has witnessed abuse, Maltreatment, harassment, bullying, hazing, racism or discrimination where either the perpetrator or the victim of such conduct is a person described as being within the scope of this Policy, should file a Complaint to LGF pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

If you have reasonable suspicion or believe that danger or violence are imminent or that a participant is in immediate danger or risk, and/or is a victim of any form of abuse or neglect, you are required to:

- 6.1 Call 9-1-1 immediately and report the incident to law enforcement ;
- 6.2 Report the situation to LGF;

- 6.3 Help the participant withdraw from the situation, if possible; and
- 6.4 Inform others nearby of the situation, if possible.

7.0 RESPECT IN THE WORKPLACE

All LGF Personnel and LGF Representatives will be treated in a fair and respectful manner, and create a safe work environment free from the behaviours described above (4.0 Maltreatment). This also includes respectful communication within the workplace, free from humiliation, intimidation and any communication style that creates a hostile work environment.

8.0 PROHIBITION AGAINST RETALIATION

Retaliation occurs when an Individual or LGF Representative experiences or is subject to negative consequences due to reporting or participating in an investigation or related process. LGF will not condone acts of retaliation by its Members/Athletes or LGF Representatives within the scope of this Policy. See also the ***Complaints, Hearings and Discipline Policy & Procedure***.

Any Individual or LGF Representative protected under this Policy who believes that they or someone else has been subjected to retaliation should report such retaliation to LGF as soon as possible.

Policy Name: CODE OF CONDUCT		Date of Approval: November 21, 2024	Activation Date: January 2, 2025
Approved By: LGF Board of Directors	Version: Version 1.0		
Review Cycle: Reviewed biennially by the LGF Policy Committee with any recommended amendments to be approved by the LGF Board of Directors.			

1.0 GENERAL

This Policy does not contain all of the conduct-related requirements applicable to the relationship between LGF and its Members/Athletes. There are a number of other LGF manuals, handbooks and other Policies that apply to Members/Athletes which may be specific to a particular discipline (i.e. competitive gymnastics) or activity (i.e. team manager duties, team travel). In addition, some Members/Athletes may be subject to additional non-LGF standards or codes, which may impose further requirements (for example, the Coaching Association of Canada). Members/Athletes subject to those standards or codes are expected to adhere to those standards and codes, in addition to this Code of Conduct.

2.0 PURPOSE OF THIS POLICY

- 2.1 **General:** LGF has adopted this Code of Conduct as part of its broader commitment to promote gymnastics activities for Individuals of all ages and abilities throughout the Province of British Columbia, and to promote and maintain safe and positive sporting environments for its Members/Athletes and LGF Representatives. This Code of Conduct serves to make Members/Athletes and LGF Representatives aware that there is an expectation, at all times, of appropriate conduct and behaviour at LGF Activities and at other activities as set forth in Section 3.2.
- 2.2 **Safe Sport Environment:** LGF advocates for a sport culture in which participants are supported in their physical, psychological, social, and emotional development and overall Well-Being. LGF, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics community in British Columbia, which implies a responsibility to develop policies, procedures and standards that assist its Members/Athletes in achieving a Safe Sport Environment, free from all forms of abuse, harassment and discrimination, and which prioritizes the welfare, safety, and rights of every participant at all times.
- 2.3 **Minimum Expectations:** This Code of Conduct sets out the minimum expectations for acceptable conduct for all Members/Athletes and LGF Representatives covered under the scope of LGF's jurisdiction. Behaviour that is contrary to this Code of Conduct will not be tolerated and may be subject to disciplinary sanctions pursuant to applicable policies and procedures.

3.0 APPLICATION OF THIS POLICY

- 3.1 **Generally:** This Code of Conduct applies broadly to all Members/Athletes, LGF Personnel, LGF Representatives, and to all LGF Activities and to all Individuals engaged in LGF Activities. Where members of other provincial, national or other sport organizations are participating in any LGF Activity, this Code of Conduct shall also apply to such persons.
- 3.2 **Application to Other Activities:** This Code of Conduct also applies to Member/Athlete conduct outside of LGF Activities when such conduct adversely affects relationships within LGF (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of LGF. Such applicability will be determined by LGF, in its sole discretion.

- 3.3 **Membership Compliance Condition:** As set forth in the By-laws, membership in LGF is conditional upon compliance, in all material respects, with this Code of Conduct and the By-laws and other Policies of LGF. Members and prospective members of LGF may be denied membership, suspended for a definite or indefinite period of time, or expelled from LGF (in all cases in accordance with any Policy or procedure with respect to membership contained in the By-laws and other applicable Policies), if their conduct is not held to the minimum standards described in with this Code of Conduct and the By-laws and any other Policies of LGF.

CODE OF CONDUCT POLICY:

4.0 RESPONSIBILITIES AND OBLIGATIONS - GENERAL

Members/Athletes and Representatives participating in LGF Activities and at other activities to which this Code of Conduct applies have the following responsibilities:

- 4.1 **Compliance:** To comply with all applicable laws in the jurisdiction where the LGF Activity is taking place (i.e. host province or host country), and comply with LGF's By-laws, Policies and procedures, including but not limited to this Code of Conduct and the rules of each specific discipline or program within LGF, and the spirit of those rules.
- 4.2 **Display Respect:** To promote and represent the sport of gymnastics as constructively and positively as possible, including displaying respect for all participants involved in the sport in all verbal, written and electronic communications. Specifically, Members/Athletes, Individuals and LGF Representatives have a responsibility to assist in supporting the dignity and self-esteem of all Members/Athletes and LGF Representatives by:
- 4.2.1 Demonstrating respect towards all Members/Athletes and LGF Representatives, regardless of body type, physical characteristics, ability, group, age, position, and without racism, discrimination or harassment of any kind.
 - 4.2.2 Focusing comments or criticism appropriately and avoiding public criticism of Members/Athletes, coaches, officials, organizers, volunteers, employees, or LGF Representatives.
 - 4.2.3 Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
 - 4.2.4 Appropriately acting to correct or prevent practices that are racist or discriminatory.
 - 4.2.5 Consistently treating Members/Athletes fairly and reasonably.
 - 4.2.6 Demonstrating respect for, and not intentionally causing damage to, property and equipment used or encountered in connection with participating in LGF Activities.
 - 4.2.7 Respecting all judges, coaches and volunteers and refraining from attempting to intimidate, embarrass, or improperly influence any person responsible for judging or administering a competition or making any selection decisions.
- 4.3 **No Abuse, Maltreatment, Harassment or Discrimination:** To refrain from any behaviour that constitutes abuse, Maltreatment, harassment, racism or discrimination, as described in the ***Maltreatment & Discrimination Policy***.
- 4.4 **Interactions with Vulnerable Individuals:** When interacting with Vulnerable Individuals, persons in a Position of Authority are required to implement practical approaches to such interactions including

but not limited to:

- 4.4.1 Limiting physical interactions to non-threatening and non-sexual touching.
- 4.4.2 Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power with any one Individual).
- 4.4.3 Ensuring that parents/guardians/designated representatives are aware that some non-personal communication between persons in a Position of Authority and Vulnerable Individuals (e.g. coaches and athletes) may take place electronically (e.g. text, email or messaging through other applications) and that this type of communication is now considered to be commonplace, especially with other older Vulnerable Individuals (e.g. teenagers), and that such communication is required to be respectful and consistent with this Code of Conduct and LGF's **Social Media Policy**. Further, the "Rule of Two" should be applied virtually (when communicating through text message, email or other messaging applications) by persons in a Position of Authority and Vulnerable Individuals.
- 4.4.4 Ensure that the "Rule of Two" is followed wherever possible, as set forth in the **Safe Sport Policy**.
- 4.5 **Anti-Doping:** To comply with all anti-doping policies and procedures established by GymCan or other applicable governing bodies, and not use, direct or imply use, possess, distribute, or promote the use of performance-enhancing drugs or substances, whether such drugs or substances are legal, prescribed, controlled or illegal. Any infraction of applicable anti-doping policies or procedures will be considered an infraction of this Code of Conduct, and may be subject to disciplinary action imposed by LGF which may be in addition to any disciplinary action imposed by GymCan or the other applicable governing body.
- 4.6 **Alcohol, Drugs and other Mood-Altering Substances:** Members/Athletes are prohibited from reporting to any LGF Activities under the influence of alcohol, non-prescription or illegal drugs or mood-altering substances, including without limitation recreational cannabis.
 - 4.6.1 Consumption (vaping, smoking, eating, or ingesting by any other means) of cannabis, any other mood-altering substance, and any illegal substance, is prohibited at all times during LGF Activities. Alcohol may be consumed by adults from time to time at LGF-related business, social, and recreational events, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances will adults operate a motor vehicle if their abilities to do so are in any way impaired.
 - 4.6.2 Where minors are present, adults shall take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with LGF Activities. Under no circumstances shall any adult provide, promote, or condone the use or consumption of alcohol, drugs (other than properly prescribed medications) or performance-enhancing substances by a minor.
 - 4.6.3 Minors are prohibited from consuming (vaping, smoking, eating, or ingesting by any other means) alcohol, tobacco, cannabis, any other mood-altering substance, and any illegal substance at all times.
- 4.7 **Coercion:** A person in a Position of Authority must refrain from the use of power or authority in any attempt to coerce another person to engage in inappropriate activities.

5.0 ADDITIONAL RESPONSIBILITIES - COACHES

The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development

of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. In addition to the general responsibilities and obligations set forth herein, coaches have the following additional responsibilities when participating in LGF Activities and at other activities to which this Code applies:

- 5.1 **Certification:** Coach, supervise, and teach skills to athletes that are appropriate to, and within the scope of, the current level of NCCP training and certification. Accurately represent coaching and professional credentials, such as NCCP certification, post-secondary credentials, and other training (e.g. first aid certification). Adhere to LGF's background and criminal record check policy. Report any ongoing criminal investigation, conviction, or existing bail conditions to LGF, whether or not such criminal activity relates to your status as a coach, in order that LGF may evaluate any appropriate restrictions.
- 5.2 **Athlete Safety and Support:** Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the management of athletes' medical and psychological treatments. Report any medical problems for athletes to LGF in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing LGF. Provide athletes (and the parents/guardians of minor athletes) with all necessary information to be involved in the decisions that affect the athlete.
- 5.3 **Support for Other Coaches and Clubs:** Supporting staff at provincial and national training camps, and events; should an athlete qualify for participation with one of these programs. Should an athlete desire to change member clubs, support and cooperate with the other coach/personnel in the exchange of pertinent information.
- 5.4 **Recruitment:** Engaging in behaviour involving the recruitment of athletes who are registered at a different gymnastics club to a separate club is strictly prohibited. This behaviour cannot take place in-person, virtually, or in any other capacity. When participating in a sanctioned competition, and athletes are present, coaches are not to offer, or otherwise recruit currently employed coach(s) from another club to join their organization.
- 5.5 **Prohibited Relationships:** Under no circumstance shall a coach engage in a sexual relationship of any kind with an athlete under 19 years old. **It is also prohibited for a coach to engage in a sexual relationship of any kind with an athlete at or above the age of 19 because the coach holds a position of trust and authority that may constitute a power imbalance.**
- 5.6 **Interaction with other manuals or handbooks:** Adhere to the requirements of applicable manuals and handbooks when coaching at a LGF Activity, for example with respect to attire, interactions with other coaches and team managers, etc.

6.0 ADDITIONAL RESPONSIBILITIES – MEMBERS/ATHLETES

In addition to the general responsibilities and obligations set forth herein, Members/Athletes have the following additional responsibilities when participating in LGF Activities and at other activities to which this Code of Conduct applies:

- 6.1 Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing LGF.
- 6.2 Participate and appear on-time and prepared to participate to their best abilities.
- 6.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason.
- 6.4 Adhere to LGF's rules and requirements regarding clothing and equipment.

- 6.5 Never ridicule a participant for a poor performance or practice.
- 6.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to other athletes, officials, coaches, or spectators.
- 6.7 Act in accordance with LGF's Policies and procedures and, when applicable, additional rules as outlined by coaches or team managers or program handbooks/manuals.

7.0 ADDITIONAL RESPONSIBILITIES – PARENTS/GUARDIANS/DESIGNATED REPRESENTATIVES

In addition to the general responsibilities and obligations set forth herein, parents/guardians/designated representatives of Members/Athletes have the following additional responsibilities when observing or participating in LGF Activities and at other activities to which this Code of Conduct applies:

- 7.1 Encourage Members/Athletes to follow the sport rules and behavioural expectations and resolve conflicts without resorting to hostility or violence.
- 7.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 7.3 Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.

8.0 ADDITIONAL RESPONSIBILITIES – JUDGES AND OFFICIALS

Judges arranged by GymBC and participating in LGF-hosted events must abide by GymBC's Code of Conduct Policy. In addition to the general responsibilities and obligations set forth herein, LGF Personnel and LGF Representatives acting as a judge or other official have the following additional responsibilities when participating in LGF Activities and at other activities to which this Code of Conduct applies:

- 8.1 Maintain and update their knowledge of the rules and rule changes.
- 8.2 Work within the boundaries of their position's description while supporting the work of other officials.
- 8.3 Conduct all events according to the rules of LGF, GymCan and the Fédération Internationale de Gymnastique (FIG), as applicable.
- 8.4 Act professionally and support LGF as an ambassador.
- 8.5 Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- 8.6 Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members/Athletes.
- 8.7 Dress in proper attire for judging and officiating as per the judge's sections of each respective LGF Program Handbook.
- 8.8 Be unbiased and refrain from allowing anything to influence or give the appearance of affecting their judgment in rendering fair and impartial scores.
- 8.9 Refrain from criticizing other judges' judgments or decisions to coaches, teams, or affiliates.

9.0 ADDITIONAL RESPONSIBILITIES – LGF REPRESENTATIVES

In addition to the general responsibilities and obligations set forth herein, LGF Representatives (including all LGF Personnel, Directors, and Committee Members) acting on behalf of LGF have the following additional responsibilities when participating in LGF Activities and at other activities to which this Code of Conduct applies:

- 9.1 When conducting LGF business, prioritizing the goals or interests of LGF and not those of any other organization or constituency.
- 9.2 Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of LGF business and the maintenance of Member confidence.
- 9.3 Ensure that LGF's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities.
- 9.4 Conduct themselves professionally, lawfully and in good faith in the best interests of LGF.
- 9.5 Be independent, objective and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- 9.6 Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
- 9.7 Keep informed about LGF Activities, the provincial gymnastics community, and general trends in the sectors in which it operates.
- 9.8 Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to British Columbia law.
- 9.9 Respect the confidentiality appropriate to issues of a sensitive nature.
- 9.10 Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- 9.11 Respect the decisions of the majority.
- 9.12 Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- 9.13 Have a thorough knowledge and understanding of all LGF's governance documents.
- 9.14 Conform to the By-laws and policies approved by LGF, in particular this Code of Conduct as well as any policies with respect to privacy and confidentiality.

10.0 ADDITIONAL RESPONSIBILITIES – VOLUNTEERS

In addition to the general responsibilities and obligations set forth herein, Volunteers acting on behalf of LGF have the following additional responsibilities when participating in LGF Activities and at other activities to which this Code of Conduct applies:

- 10.1 Encourage athletes to follow the sport rules and behavioural expectations and resolve conflicts without resorting to hostility or violence.
- 10.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 10.3 Respect and show appreciation to all coaches, officials, athletes and other volunteers who give their

time to the sport.

- 10.4 Conform to the By-laws and policies approved by LGF, in particular this Code of Conduct, as well as any other relevant policies.
- 10.5 Participate and appear on-time and prepared to participate to their best abilities.
- 10.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to athletes, officials, coaches, other volunteers or spectators.

11.0 PRIVACY

In order to implement and enforce this Code of Conduct and other Policies and procedures of LGF, LGF may from time to time be required to obtain and use personal information relating to Members/Athletes as well as other affected Parties, in particular where a Complaint has been filed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

Where disciplinary action is undertaken as a result of the outcomes from the ***Complaints, Hearings and Discipline Policy & Procedure***, LGF may, in its discretion, disclose the outcomes to other amateur sport organizations or other organizations or institutions that need to know the information or where required or permitted by applicable law.

12.0 MEMBER COMPLIANCE DECLARATION

As a condition of membership with LGF, each Member is required to comply with this Code of Conduct and other LGF Policies and procedures at all times in connection with LGF Activities.

Appendix A: Athlete Code of Conduct

To remain a Member of LGF, every gymnast has a responsibility to:

Conduct yourself on and off the gym floor in a manner that will bring credit to you, LGF, and your sport. Be proud of how you behave.

Train and perform with a positive attitude and with the commitment to improve your skills and competition results.

Take an active role in ensuring that the gym is a safe training environment by refraining from unsafe behaviour, following instructions, and being self-disciplined.

Recognize that training with fellow gymnasts requires a commitment to:

- Be on time; bring necessary equipment (grips, tape, etc).
- Be suitably dressed for training and/or travel with the club, province, or country.
- Be supportive of other athletes, coaches, officials, and members.
- Refrain from choosing a behaviour that would demean others and put their emotional and physical Well-Being at risk.
- Contact your coach in advance if you know you are going to be absent or late.
- Educate yourself and understand that rest, recovery and nutrition are important aspects of athletic success.
- Treat coaches, officials, administrative staff, and other gymnasts with respect.
- Be familiar with and observe LGF Policies and or GymBC policies relevant to gymnasts, whether traveling or competing/training at home.
- Understand and/or adhere to Gymnastics BC, GymCan, and/or LGF disciplinary procedures.
- Adhere to the **Maltreatment & Discrimination Policy** of LGF regarding, harassment, bullying, racism, drugs, alcohol, and substance abuse.

Understand that probation or suspension from a LGF Activity may be applied if an athlete fails to meet these requirements or is found to be in breach of the **Code of Conduct, Maltreatment & Discriminations Policy** or similar policies of GymBC or GymCan.

Date: _____ Athlete's signature: _____

Print athlete's name here: _____

Appendix B: Parent Code of Conduct

As a parent of an athlete, you have a responsibility to:

- Encourage your child to abide by the **Code of Conduct** applicable to athletes at LGF.
- Encourage your child to perform and train to the best of their abilities and provide positive reinforcement and encouragement during times of success and challenge.
- Never ridicule or shout at your child or any athlete for errors or poor performance in training or competition.
- Remember that healthy competition in sport comes from the athletes and NOT from the parents!
- Refrain from criticism of coaches, officials, administrative staff, parents, board members, or other athletes in the presence of your child.
- Ensure that your child understands the behavioural expectations as outlined in the **Code of Conduct** for athletes at LGF,
- Ensure your child understands that LGF has “zero tolerance” for any type of abuse, Maltreatment, harassment, racism or discrimination as defined in LGF’s **Maltreat & Discrimination Policy** and supports the creation and maintenance of a Safe Sport Environment for all of its Members and Athletes.
- Ensure that both you and your child understand the **Social Media Policy** of LGF and that the potential consequences for a breach of this Policy may include suspension or expulsion from LGF.
- Help create a supportive and healthy environment in the gym through positive and effective communication with coaches, administrators, and athletes.
- Remember that your child does gymnastics for his/her enjoyment and development and supporting them unconditionally is imperative to their success.
- Offer your expertise and skills to LGF and support and encourage other volunteers who are doing so.
- Familiarize yourself with GymBC, GymCan policies and procedures, and those found in the Langley Gymnastics Foundation Member’s Handbook, including the Complaint Management Process at LGF.

Signature of parents and or guardians _____

Print names: _____

Date: _____

Policy Name: CONFLICT OF INTEREST POLICY & PROCEDURE		Date of Approval: November 21, 2024	Activation Date: January 2, 2025
Approved By: LGF Board of Directors	Version: Version 1.0		
Review Cycle: Reviewed biennially by the LGF Policy Committee with any recommended amendments to be approved by the LGF Board of Directors.			

1.0 PURPOSE OF THIS POLICY

- 1.0 The achievement of LGF's purpose and objectives, as set forth in its By-laws, depends on the hard work and dedication of all LGF Representatives and on the trust and relationship with its Members/Athletes. LGF must always strive to achieve its purpose and objectives in a manner which is, and is viewed to be, impartial, fair, consistent, and adhering to any confidentiality and privacy requirement.
- 1.1 The ability of LGF Representatives to make deliberate, thoughtful and disinterested decisions on behalf of LGF, and/or to contribute to the development of LGF's strategy, policies and procedures, and/or to discharge employment or contract duties for the benefit of LGF, can be affected by other personal interests or relationships. LGF requires, and in certain instances is legally entitled to, the best judgment of each LGF Representative, free of influence from any personal interest (or those of the people closest to them) or personal agenda and with a view at all times to the best interests of LGF.
- 1.2 This Policy outlines the circumstances under which an actual, potential or perceived Conflict of Interest is present, disclosure requirements, and the mitigation measures available to LGF to manage any actual, potential or perceived Conflict of Interest situation.
- 1.3 This Policy does NOT prohibit conflicting interests, but provides a process to be followed to identify, disclose and manage the conflict responsibly.

2.0 APPLICATION OF THIS POLICY

This *Conflict of Interest Policy & Procedure* applies to all **LGF Representatives**.

CONFLICT OF INTEREST POLICY:

3.0 DESCRIPTION OF A CONFLICT OF INTEREST

- 3.0 A Conflict of Interest may arise when a LGF Representative is in a situation, or will likely be put in a situation, where the LGF Representative has the opportunity to make a decision, or contribute to the making of a decision, by or on behalf of LGF that may directly or indirectly benefit (financially, personally or otherwise) the LGF Representative, his or her spouse, child, other family member, associates, associated organization or persons affiliated or employed by an associated organization (e.g. another organization the LGF Representative has a personal interest, or a duty or obligation to) or anyone else that the LGF Representative has a relationship with that could reasonably be seen to create a Conflict of Interest situation, that is or may be contrary to LGF's best interests.
- 3.1 LGF Representatives are to avoid situations where they are, or could be perceived to be, in a Conflict of Interest, and are required to disclose (to the General Manager of LGF or Chair of LGF Board of

Directors) any personal relationship or activity in which the personal interests of the LGF Representative may come into conflict or may appear to conflict with the interests of LGF in its relations with current or prospective Members, partner organizations (such as GymBC, GymCan and other provincial sports organizations), suppliers or others that LGF deals with in the ordinary course of conducting its operation. Relationships, which may provoke conflict include family members, relatives, partners, associates, friends, employers or employees, and positions or memberships in organizations other than LGF.

- 3.2 Directors are held to a higher standard and are required to disclose and declare a Conflict of Interest (to the Chair of the LGF Board of Directors) if any personal interest or relationship may put into question the independence, impartiality, or objectiveness that a Director is obligated to exercise in the performance of his or her duties as a Director of LGF. A Conflict of Interest of a Director shall be formally acknowledged and declared on the “Conflict of Interest Declaration Form” attached hereto as Appendix B. Directors acting on behalf of LGF must consider the “optics” (i.e. what other people might think of a situation) involving a Conflict of Interest. These other people could include but are not limited to potential suppliers, other organizations, fellow Directors, Members, Committee Members, volunteers or LGF Personnel, and members of the public.

4.0 POSITION STATEMENT

- 4.0 No LGF Representative shall have any position with, or interest in, any other business or enterprise whether operated for profit or not, the existence of which would conflict with or might reasonably be deemed to conflict with the proper performance in the normal course of their duties and responsibilities to LGF, or which might tend to influence their independence of judgment with respect to transactions between LGF and such other business or enterprise, without full and complete disclosure to the Board of Directors.
- 4.1 LGF Representatives must ensure that their personal interests, or those of people close to them, do not conflict with the impartial performance of their duties. Any actual, potential or perceived conflict between a LGF Representative’s personal interests or relationships, and those of LGF, must be resolved in favour of LGF.
- 4.2 Applicable to Directors:
- 4.2.1 Each LGF Representative who is a member of the Board of Directors has a fiduciary duty to act honestly and in good faith with a view to the best interests of LGF, and to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 4.2.2 Personal transactions between any Director and LGF are prohibited except when properly disclosed and mitigated as set forth in Section 6.0 below.
- 4.2.3 Directors may not obtain for themselves, their relatives or their friends, a material interest of any kind from their association with LGF except when approved as set forth below.
- 4.2.4 If a Director has an interest in a proposed transaction with LGF in the form of a personal financial interest or interest through affiliation with another organization involved in the transaction, such Director must make full and timely disclosure of such interest prior to any discussion or negotiation of such transaction.
- 4.2.5 Following their appointment and/or after the annual general meeting (AGM) of the Board of Directors, each Director is required to provide an annual disclosure of any Conflict of Interest on the “Director Annual Conflict of Interest Declaration Form” attached hereto as Appendix C.

5.0 EXAMPLES OF A CONFLICT OF INTEREST

- 5.0 **Common Sense:** *It is not possible to anticipate every Conflict of Interest situation that may be encountered. "Common sense" must be used.*
- 5.1 **Examples:** Without limiting the general scope of this Policy, the following relationships and courses of conduct are examples only, of matters that would be considered to involve a Conflict of Interest and require prompt disclosure, as set forth below:
- 5.1.1 Where a LGF Representative is a relative or close personal friend with a coach or person who is involved in, or the subject of a disciplinary Complaint, and that LGF Representative is involved in the Complaint or is participating in the Complaint Management Process and has access to Confidential Information with respect to the management of the Complaint.
 - 5.1.2 Where a LGF Representative has a child or relative registered in a training group that may benefit from, or be sanctioned by, any Decision, policy change or procedure that LGF or the Board of Directors is considering (e.g. a Complaint is submitted against the coach of a Director's family member or Complaint involving a training group where a Director's child is a participant).
 - 5.1.3 Using or appearing to use LGF property including but not limited to supplier or Member lists for solicitation, personal gain or benefit.
 - 5.1.4 Using or appearing to use Confidential Information of LGF for personal gain or benefit.
 - 5.1.5 Influencing or attempting to influence LGF suppliers, contractors, or consultants for personal gain (e.g. inducing gifts or any form of kickback).
 - 5.1.6 Engaging in any transaction or having any financial or personal interest which is incompatible with the discharge of their duties and obligations with LGF.
 - 5.1.7 A LGF Representative knowingly placing themselves in a position where they are under obligation to any person or organization that might benefit from or seek preferential treatment from LGF.
 - 5.1.8 Where a LGF Representative accord, through their position, preferential treatment to any person or organization in which they or people close to them have an interest.
 - 5.1.9 Accepting any gift that could be construed as being given in anticipation or in recognition of a favour granted by a LGF Representative or member of the Board of Directors.

CONFLICT OF INTEREST PROCEDURE:

6.0 DISCLOSURE, MITIGATION, AND RECORD KEEPING

- 6.0 **Prompt and Mandatory Disclosure:** Should a LGF Representative be in an actual, potential, or perceived Conflict of Interest situation, the LGF Representative has a mandatory obligation to make prompt disclosure of any Conflict of Interest situation to the General Manager of LGF or the Chair of the Board of Directors (or equivalent roles in the event of a change in title). A Conflict of Interest shall be formally acknowledged and declared on the "Conflict of Interest Declaration Form" attached hereto as Appendix A. The disclosure will be reviewed and, if a Conflict of Interest is found, mitigation measures or conditions may be imposed. The Board of Directors may vote to allow or approve a situation involving a Conflict of Interest but does not vote on whether a matter is a conflict. A Conflict of Interest is either found to exist or not pending on the specific circumstances described in the disclosure.
- 6.1 **Knowledge of an undisclosed Conflict of Interest:** In circumstances where a LGF Representative is aware of an actual, potential, or perceived Conflict of Interest situation involving another LGF

Representative which has not been disclosed pursuant to this Policy, the LGF Representative shall advise the General Manager of LGF or the Chair of the Board of Directors (or equivalent roles in the event of a change in title) of the circumstances, for further inquiry.

- 6.2 **Mitigation – Recusal:** Where a LGF Representative is in an actual, potential, or a perceived Conflict of Interest situation, the LGF Representative shall not participate in any deliberations, discussions or decisions with respect to the subject-matter of the Conflict of Interest. Where the conflicted LGF Representative is a Director, such Director shall not be present during deliberations on the matter in a meeting or otherwise (*unless requested to remain to provide relevant information*) shall not be permitted to vote on the matter.
- 6.3 **Responsibility:** Once a LGF Representative becomes aware of a Conflict of Interest, they have a mandatory obligation to promptly declare the Conflict of Interest. Reporting a Conflict of Interest several weeks or months after a LGF Representative becomes aware of a conflict is a breach of this Policy. A LGF Representative is responsible to recognize when he or she is in a Conflict of Interest situation and to recuse him or herself as per this Policy. It is also the responsibility of the Board of Directors to recognize when a Director is, or may be, in a Conflict of Interest position under this Policy and require disclosure and recusal from such Director in accordance with this Policy.
- 6.4 **Mitigation – Other:** The Governance Committee or the Board of Directors may impose such other mitigation measures to address and manage a Conflict of Interest situation as may be appropriate given the facts and circumstances of the conflict. If a Conflict of Interest cannot reasonably be managed through the implementation of mitigation measures, the LGF Representative may be requested to resign or step down from their role as a LGF Representative in accordance with the Bylaws and the BC Societies Act.
- 6.5 **Meeting Minutes:** All discussions by the LGF Board of Directors related to Conflicts of Interest shall be recorded in the minutes of the corresponding Board of Directors meeting.
- 6.6 **Failure to Disclose or Recuse:** The failure of a LGF Representative to properly and timely disclose an actual potential, or perceived Conflict of Interest is a breach of this Policy. Disciplinary sanctions may result, pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***. The failure of a Director to properly and timely disclose an actual, potential, or perceived Conflict of Interest is a material breach of this Policy.

7.0 FINANCIAL BENEFITS

- 7.0 **Transactions Involving Potential Financial Benefit:** If the nature of the Conflict of Interest involves a proposed transaction or business dealing that will or may result (directly or indirectly) in a financial benefit to the LGF Representative, his or her spouse, child, other family member, associates, associated organization or persons affiliated or employed by an associated organization (e.g. another organization the LGF Representative has a personal interest, or a duty or obligation to), or anyone else that the LGF Representative has a relationship with that could reasonably be seen to create a Conflict of Interest situation, the disclosure of the actual, potential or perceived Conflict of Interest must always be made in advance of any consideration by LGF of the proposed transaction or business dealing. The LGF Representative making such disclosure shall recuse themselves from any discussion or decision-making related to such transaction or business dealing.
- 7.1 **Considerations:** In considering whether or not to allow or approve a transaction where a Conflict of Interest has been disclosed, the Board of Directors must consider all relevant facts and circumstances, including but not limited to the process undertaken to select the counterparty to the transaction, the value of the transaction, the business needs of LGF, and whether the transaction would reasonably appear to a reasonable person to be an unacceptable Conflict of Interest and where such perception

could damage the reputation of LGF.

8.0 GIFTS AND ENTERTAINMENT

- 8.0 From time to time, LGF staff or Directors may, in the normal course of business, be the recipients of gifts or the beneficiaries of entertainment during the course of, and due to, their role with LGF. Any gifts, entertainment, or awards given to LGF staff or board members must be disclosed to LGF's GM.
- 8.1 A LGF staff or board member must decline to accept any gift, series of gifts or entertainment, that exceed a value of **\$100 CAD**, where the receipt of such gifts or entertainment could be perceived as attempting to influence a decision or vote with respect to LGF matters. If receipt of the gifts or entertainment has not been declined, the LGF staff or board member will be subject to discipline as set forth herein and in the ***Complaints, Hearings and Discipline Policy & Procedure***.

9.0 BREACHES OF THIS POLICY

- 9.0 Breaches of this Policy will be addressed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure*** except:
 - 9.0.1 Where a LGF Representative found to be in breach of this Policy is a Director, the Board of Directors may request the resignation of such Director or may vote to remove the Director in the manner set forth in the By-laws. A Director who is removed from the Board of Directors for failing to disclose a Conflict of Interest is not eligible to reapply to the Board of Directors.
 - 9.0.2 The Board of Directors may take such other steps as are appropriate to address any Conflict of Interest situation that cannot otherwise be properly addressed elsewhere in this Policy.

(Submit the declaration form with attachments (2-page form))

LGF Representatives have a mandatory obligation to acknowledge and disclose any actual, potential, or perceived Conflict of Interest. Any conflict between a LGF Representative's personal interests or relationships, and those of LGF, must be resolved in favour of LGF. The failure of a LGF Representative to properly and timely disclose an actual potential, or perceived Conflict of Interest may result in disciplinary sanctions, pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***.

Director Declaration:

- ☐ I declare that I have read and understood the ***Conflict of Interest Policy & Procedure*** of LGF and shall remain at all times in full compliance.

☐ I understand that if I have any direct or indirect personal interest or relationship which is sufficient to influence or appear to influence the independent, objective and impartial exercise of my official duties at LGF, that I must declare and withdraw from all situations where a Conflict of Interest exists.

☐ I am aware of a situation which I believe to be a Conflict of Interest that is required to be declared in accordance with the ***Conflict of Interest Policy & Procedure*** of LGF.

a) Briefly describe the Conflict of Interest(s) and situation which creates the Conflict of Interest(s).

b) Briefly describe your duties which are tied or may be tied to the Conflict of Interest(s) being declared.

Name:

Position/Title:

Signature:

Date:

Part B: Record of Declaration of a Conflict of Interests (FOR SENIOR MANAGERS OF LGF)

Complete the following information in response to the declared Conflict of Interest described in Part A:

Section 1: Senior Manager Action

- 1) General Manager agrees that this situation is a Conflict of Interest?

☐ Yes ☐ No

- 2) General Manager needs to solicit input from the Governance Committee?

☐ Yes ☐ No

- 3) General Manager needs to elevate this to a Board of Directors' resolution?

☐ Yes ☐ No

- 4) The LGF Representative in conflict has agreed to recusal and shall abstain from decisions/roles that may perpetuate the conflict?

☐ Yes (If "Yes" record the recusal and maintain a record of the Conflict of Interest Disclosure Form for protection of the person involved.)

☐ No (If "No" record this refusal and elevate this matter to the Board of Directors. Advise the person in conflict to seek independent legal advice and avoid making any decision regarding the Conflict of Interest situation until the conflict has been resolved.)

List any other actions taken, including specific discussions with any Individual(s) or parties involved:

Section 2: Senior Manager Action

With respect to the above declaration, the General Manager has determined:

☐ <Name of the person making the declaration> should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.

☐ <Name of the person making the declaration> may continue to handle the work/duty as described in Section A, provided that there is no change in the information declared above.

☐ Other:

(Submit the declaration form with attachments (2-page form))

Under the B.C. Societies Act [SBC 2015 – Division 4, Section 56 & 57], Directors are subject to personal legal requirements regarding the disclosure of and reaction to relevant personal interests. Directors who fail to comply with their statutory requirements may face liability and the requirement to pay reparations.

Director Declaration:

- As such, I would like to declare the following actual, potential or perceived Conflict of Interest(s):

c) Briefly describe the Conflict of Interest(s) and situation which creates the Conflict of Interest(s).

d) Briefly describe your duties which are tied or may be tied to the Conflict of Interest(s) being declared.

LGF Safe Sport Policies

Part B: Record of Declaration of a Conflict of Interests (FOR LGF BOARD OF DIRECTORS)

Complete the following information in response to the declared Conflict of Interest described in Part A:

Section 1: Board Chair Action

5) Board Chair agrees that this situation is a Conflict of Interest?

☐ Yes ☐ No

6) Board Chair needs to solicit input from the Governance Committee?

☐ Yes ☐ No

7) Board Chair needs to elevate this to a Board of Directors' resolution?

☐ Yes ☐ No

8) The Director in conflict has agreed to recusal and shall abstain from decisions/roles that may perpetuate the conflict?

☐ Yes (If "Yes" record the recusal in the corresponding Board Meeting Minutes, and maintain a record of the Conflict of Interest Disclosure Form for protection of the person involved.)

☐ No (If "No" record this refusal in the corresponding Board Meeting Minutes, advise the person in conflict to seek independent legal advice and avoid calling for any motion or vote involving the Conflict of Interest situation until the conflict has been resolved.)

List any other actions taken, including specific discussions with the Individual(s) or parties involved:

Section 2: Board of Directors Action

With respect to the above declaration, the Board of Directors passed the following resolution:

☐ <Name of the person making the declaration> should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.

☐ <Name of the person making the declaration> may continue to handle the work/duty as described in Section A, provided that there is no change in the information declared above.

☐ Other:

APPENDIX C: LANGLEY GYMNASTICS FOUNDATION DIRECTOR ANNUAL CONFLICT OF INTEREST DECLARATION FORM

Director Annual Declaration:	
Under the B.C. Societies Act [SBC 2015 – Division 4, Section 56 & 57] Directors are subject to personal legal requirements regarding the disclosure of and reaction to relevant personal interests. Directors who fail to comply with their statutory requirements may face liability and the requirement to pay reparations. For more information about key terms and definitions related to Conflict of Interest, please refer to the <i>Conflict of Interest Policy & Procedure</i>.	
☐ At this time, I am a Director, committee member, a contractor or an employee of the following organizations: <i>List any organizations that qualify in the above statement excluding Langley Gymnastics Foundation</i>	
☐ I declare that I have read and understood the <i>Conflict of Interest Policy & Procedure</i> of LGF and have at all times remained in full compliance.	
☐ I did not obtain for myself, my relatives or my friends, a material interest of any kind from my association with LGF except as otherwise approved by the Board of Directors.	
☐ I certify that, <u>except as described below</u>, I am not now nor at any time during the past year have been: a) a participant, directly or indirectly, in any arrangement, agreement, investment or other activity with any vendor, supplier or other party doing business with LGFC which has resulted or could result in personal benefit to me; and b) a recipient, directly or indirectly, of any payments, loans or gifts of any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with LGF. Any exceptions to a) or b) above are stated below with a full description of the transactions and of the interest, whether direct or indirectly, which I have or have had during the past year in the persons or organizations having transactions with LGF. <i>List any exceptions including a description of the transaction(s) involved or specify N/A</i>	
☐ I certify that, <u>except as described below</u>, I do not now nor at any time during the past year have a personal interest or personal relationship that may be defined as an “actual, potential or perceived” conflict of interest pursuant to the <i>Conflict of Interest Policy & Procedure of LGF:</i> <i>List any personal interest or relationship declared as a Conflict of Interest during the past year or specify N/A</i>	
Name:	Position/Title:
Signature:	Date:

Board and Committee Members: please submit to chair@langleygymnastics.ca

Policy Name: TRAVEL POLICY		Date of Approval: November 21, 2024	Activation Date: January 2, 2025
Approved By: LGF Board of Directors	Version: Version 1.0		
Review Cycle: Reviewed biennially by the LGF Policy Committee with any recommended amendments to be approved by the LGF Board of Directors.			

1.0 PURPOSE OF THIS POLICY

- 1.0 The purpose of this Policy is to inform athletes, parents, judges and coaches travelling to events outside of BC and outside of Canada of their responsibilities and the expectations of LGF.

2.0 APPLICATION OF THIS POLICY

- 2.1 Certain Individuals have responsibilities when teams or athletes travel outside the province or outside the country. These Individuals include:
- 2.1.1 Parents traveling with a minor athlete;
 - 2.1.2 Parents not traveling with a minor athlete;
 - 2.1.3 Coaches;
 - 2.1.4 Team managers and event managers;
 - 2.1.5 Chaperones; and
 - 2.1.6 Athletes.

TRAVEL POLICY:

3.0 TRAVEL CONSENT FORM

- 3.1 Minor athletes traveling with Individuals other than their parent/guardian must complete a Travel Consent Form (signed by their parent/guardian). The Travel Consent Form should be managed by a team manager or chaperone travelling with an athlete.

4.0 CONDUCT DURING TRAVEL

- 4.1 All Individuals traveling must adhere to LGF's policies and procedures, particularly the Code of Conduct. In addition to the standards described in the Code of Conduct and the responsibilities described in this Policy, LGF requires the following:
- 4.1.1 Teams or groups of Athletes shall always have at least two Persons in a Position of Authority with them; who when possible, represent the gender identities of the athletes travelling;
 - 4.1.2 Screened parents or other volunteers should be available to support the delegation in situations when two Persons in a Position of Authority cannot be present;
 - 4.1.3 No Person in a Position of Authority may drive a vehicle alone with an Athlete unless the Person in a Position of Authority is the Athlete's parent or guardian unless in an emergency situation;

- 4.1.4 A Person in a Position of Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in a Position of Authority is the Athlete's parent/guardian or spouse;
 - 4.1.5 Room or bed checks during overnight stays must be done by two Persons in a Position of Authority;
 - 4.1.6 For overnight travel when Athletes must share a hotel room/bed room, roommates will be age-appropriate. If this is not possible, LGF's team managers will collaborate with technical staff, chaperones and coaches to determine suitable solutions;
 - 4.1.7 Athletes may only share rooms with other athletes of the same sex. Should an athlete be uncomfortable in a specific rooming situation, their concerns will be addressed on a case by case basis with the team manager and chaperone; and
 - 4.1.8 Persons in a Position of authority must be roomed separately from athletes, unless the athlete is the child of the coach, team manager or chaperone. Reasonable measures should be taken to supervise athletes in rooming situations.
- 4.2 Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
- 4.2.1 Pay all event fees prior to the start of travel;
 - 4.2.2 Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made;
 - 4.2.3 Punctual drop off and pick up of their children at times and places as indicated by coaches/team managers/chaperones;
 - 4.2.4 Adhere to coach/team manager/chaperone requests for parent meetings, team meetings, or team functions and be punctual to such events;
 - 4.2.5 Adhere to coach requests for athlete curfew times;
 - 4.2.6 Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
 - 4.2.7 Report any athlete illness or injury;
 - 4.2.8 Report any incident likely to bring discredit to LGF; and
 - 4.2.9 Ensure that all passports (when applicable) are valid and not expired.
- 4.3 Parents not traveling with the athlete have the following responsibilities:
- 4.3.1 Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team manager, coach, assistant coach, or chef de mission;
 - 4.3.2 Provide the team manager/chaperone with a Travel Consent Form;
 - 4.3.3 Provide the team manager/chaperone with emergency contact information;
 - 4.3.4 Provide the team manager/chaperone with any necessary medical information;
 - 4.3.5 Pay all event fees prior to the start of travel;
 - 4.3.6 Provide the child with enough funds to pay for food and incidentals; and
 - 4.3.7 Ensure that all passports are valid and not expired.

- 4.4 Team manager's and chaperones have the following responsibilities:

- 4.4.1 Obtain and carry any Travel Consent Forms, emergency contact information, and medical information;
- 4.4.2 Punctual drop off and pick up of their charges at times and places indicated by coaches;
- 4.4.3 Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events;
- 4.4.4 Adhere to coach requests for athlete curfew times;
- 4.4.5 Adhere to coach requests for limiting outside activities (swimming, shopping, etc.);
- 4.4.6 Report any athlete illness or injury;
- 4.4.7 Report any incident likely to bring discredit to LGF;
- 4.4.8 Inspect hotel rooms rented for damage before check-in and after check-out. Report any damage to the coach travelling with the athlete;
- 4.4.9 Approve visitors to the athlete accommodations, at their discretion;
- 4.4.10 Unless otherwise agreed to in advance, team managers/chaperones will not have the responsibility of providing individualized behavioural management strategies, nor will they be required to administer prescription medication(s) to any Individual. LGF will take measures to ensure the athletes' health and safety is assured;
- 4.4.11 Team managers/chaperones will be provided with formal training from LGF prior to their first assignment as a team manager with Team BC/LGF; and
- 4.4.12 Team managers/chaperones will be selected by the appropriate LGF representative.

4.5 Coaches have the following responsibilities:

- 4.5.1 Arrange all team meetings and training sessions;
- 4.5.2 Determine curfew times;
- 4.5.3 Work in close co-operation with the team managers/chaperones on all non-sport matters and support team managers/chaperones as required;
- 4.5.4 Report to LGF any incident likely to bring discredit to LGF; and
- 4.5.5 Together with the team manager, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to LGF for further disciplinary action, if applicable, under the Complaints, Hearing, and Discipline Policy and Procedure.

4.2 Event manager's have the following responsibilities:

- 4.6.1 Ensure an appropriate chaperone-to-athlete ratio that does not exceed fourteen athletes per chaperone.

4.6 Athletes have the following responsibilities:

- 4.7.1 Arrive at each event ready to participate;
- 4.7.2 Make any visitor requests to team manager/chaperone before the visit is expected;
- 4.7.3 Represent LGF to the best of their abilities at all times;
- 4.7.4 Communicate any problems or concerns to the coaches and team

manager/chaperone just as they would their own parents;

4.7.5 Check in with the team manager when leaving their rooms; and

4.7.6 Not leave the hotel alone or without permission of the coach/team manager/chaperone and check-in when returning.

Policy Name: SOCIAL MEDIA POLICY		Date of Approval: November 21, 2024	Activation Date: November 21, 2024
Approved By: LGF Board of Directors	Version: Version 1.0		
Review Cycle: Reviewed biennially by the Policy Committee with any recommended amendments to be approved by the LGF Board of Directors.			

1.0 GENERAL

- 1.1 LGF is committed to creating a sports environment that is accessible, inclusive, respects their participants' personal goals and is free from all forms of Maltreatment.
- 1.2 The welfare of all participants in the sport is one of LGFs foremost considerations. In particular, the protection of athletes who are Vulnerable Individuals is the ongoing responsibility of each member of the gymnastics community. LGF, as primarily a youth-serving sports organization, recognizes that it has a special position in the gymnastics community in BC, which implies a responsibility to develop and enforce Policies, procedures and standards that support a Safe Sport Environment.
- 1.3 Social Media (twitter, Facebook, Instagram etc.) plays an important role in everyone's job whether it be for engagement, promotion, or awareness. It is also an invaluable communications tool to help drive and promote gymnastics in British Columbia. However, if these tools are not used in an appropriate and respectful way, they may give rise to complaints from Individuals or organizations alleging violations of relevant LGF Policies; including complaints that Individuals are not acting in the best interest of LGF or are demonstrating unethical (unsporting) conduct and or behaviour.
- 1.4 It is expected that all Members/Athletes of LGF use Social Media responsibly and respectfully. This includes public applications and media, but also private group chats and other types of media where Individuals, LGF Representatives, and other members of the LGF community may be impacted.

2.0 PURPOSE OF THIS POLICY AND SCOPE

- 2.1 LGF is aware that personal interaction and communication occurs frequently on Social Media. LGF cautions Individuals that any conduct falling short of the standard of behaviour required by GymBC's and LGF's Safe Sport and Code of Conduct policies may be subject to the disciplinary sanctions pursuant to the Complaints, Hearings and Discipline Policy & Procedure of LGF.
- 2.2 **Scope.** All conduct and behaviour occurring on Social Media may be subject to reporting as per LGF's Complaint Management Process at the discretion of the Case Manager.

3.0 APPLICATION OF THIS POLICY

This Policy applies to all Individuals and LGF Representatives.

SOCIAL MEDIA POLICY:

4.0 CONDUCT AND BEHAVIOUR

The following Social Media conduct may be considered a Minor Infraction or Major Infraction (pursuant to the Complaint Management Process) at the discretion of the Case Manager:

- 4.1 Posting a disrespectful, hateful, harmful, disparaging, insulting, racist or otherwise negative comment on Social Media that is directed at a Member, Individual, LGF Representative or at other persons connected with LGF;
- 4.2 Posting or sharing any Social Media posts that tag or otherwise provide contact information for minors. Given/first names should only be used to identify minors in posts;
- 4.3 Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, racist or otherwise offensive, and that is directed at an Individual, at LGF, or at other persons connected with LGF;
- 4.4 Creating or contributing to a Facebook group, webpage, Instagram account, X feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about LGF, its stakeholders, or its reputation;
- 4.5 Inappropriate personal or sexual relationships between Individuals who have a power imbalance in their interactions, such as between athletes and coaches, Directors and staff, officials and athletes, etc.; and
- 4.6 Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, i-Message, Messenger, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

5.0 INDIVIDUALS AND LGF REPRESENTATIVES RESPONSIBILITIES

- 5.1 Individuals and LGF Representatives acknowledge that their Social Media activity may be viewed by anyone; including LGF.
- 5.2 If a LGF Representative unofficially engages with an Individual on Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask LGF to cease this engagement.
- 5.3 When using Social Media, Individuals and LGF Representatives must model appropriate behaviour befitting their role and status in connection with LGF.
- 5.4 Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Individual or LGF Representative from being reported in breach of this Policy, the **Code of Conduct** or **Maltreatment & Discrimination Policy** of LGF.

6.0 BEST PRACTICES

- 6.1 **For LGF & Training Groups.** When using Social Media coaches/parents/Members/Athletes should keep in mind that:
 - 6.1.1 Although most athletes under the age of 19 do have personal email addresses, all official club communication from the Individuals or LGF Representatives should be sent to a parent/guardian/designated representative email;
 - 6.1.2 No adult should communicate one-on-one with any Member/athlete of minor age on any Social Media platform; and

- 6.1.3 Members/Athletes should be encouraged by coaches, managers, peers and parents to inform an adult they trust if they receive any communications that make them feel uncomfortable.
- 6.2 **For Coaches, Officials & Volunteers.** Many coaches, officials, and volunteers deal with Members/Athletes under the age of 19. Extra care must be taken with this age group to eliminate the risks of misconduct, or perceived misconduct and Maltreatment. Unless a LGF Representative (coach/official/volunteer) is a direct relation to a Member, all LGF Representatives should generally:
- 6.2.1 Not accept anyone as a friend, follower, subscriber, or similar, on their private accounts on social networking sites or share their personal social web pages with anyone under the age of 19;
 - 6.2.2 Not make contact with anyone outside of the LGF context via any social networking media;
 - 6.2.3 Not send personal messages of a non-gymnastics' nature to anyone under 19;
 - 6.2.4 Not engage in any personal conversations or social comments;
 - 6.2.5 Seek permission from parents and athletes prior to posting pictures or videos publicly;
 - 6.2.6 Keep team selection decisions and other official team business off of Social Media;
 - 6.2.7 Never require athletes to join team or organisational Social Media platforms; and
 - 6.2.8 Ensure that there is no photo and video-taking on devices in a team locker/change room. This protects individuals from inadvertently being recorded without their knowledge or consent.
- 6.3 **For Members/Athletes.** Members/Athletes must understand that publicly accessible content posted to Facebook, Snap Chat, Tumblr, Twitter, Instagram, etc. as well as private team "group chats", are captured under this Policy.
- 6.3.1 Members/Athletes can expect that all media may be monitored by other Individuals, LGF Representatives, external media outlets and many others. Any content could therefore be subject to sanctions.
 - 6.3.2 Members/Athletes must be mindful to follow the Conduct Code when posting material and interacting with others through Social Media. Members/Athletes are:
 - a) Recommended to set privacy settings to restrict who can search for you and what private information other people can see;
 - b) Encouraged to not feel pressure to join any fan page, follow a feed or person or be "friends" with anyone. Coaches, fellow athletes, officials, gymnastics clubs, or GymBC may add you, but you are not required to do the same;
 - c) Not permitted to record images, video or audio capture in locker/change rooms;
 - d) Requested to model appropriate behaviour on Social Media befitting your status as an athlete, and a member of your club and GymBC.
 - e) Not advised to engage with an adult should they communicate one-on-one with any athlete of minor age on any Social Media platform.
 - f) Encouraged by coaches, managers, peers and parents to inform an adult they

trust if they receive any communications that make them feel uncomfortable.

7.0 PROCESS & POLICY ALIGNMENT

- 7.1 If any person believes that an Individual's or LGF Representative's Social Media activity is inappropriate or may be in violation of this Policy, the ***Code of Conduct*** or ***Maltreatment & Discrimination Policy***, they should report the matter to LGF in the manner outlined herein.
- 7.2 LGF adopts and accepts all the language contained in the B.C. Universal Code of Conduct. As such, an Individual who violates the B.C. Universal Code of Conduct, may also be subject to sanctions pursuant to policies of LGF and GymBC.